

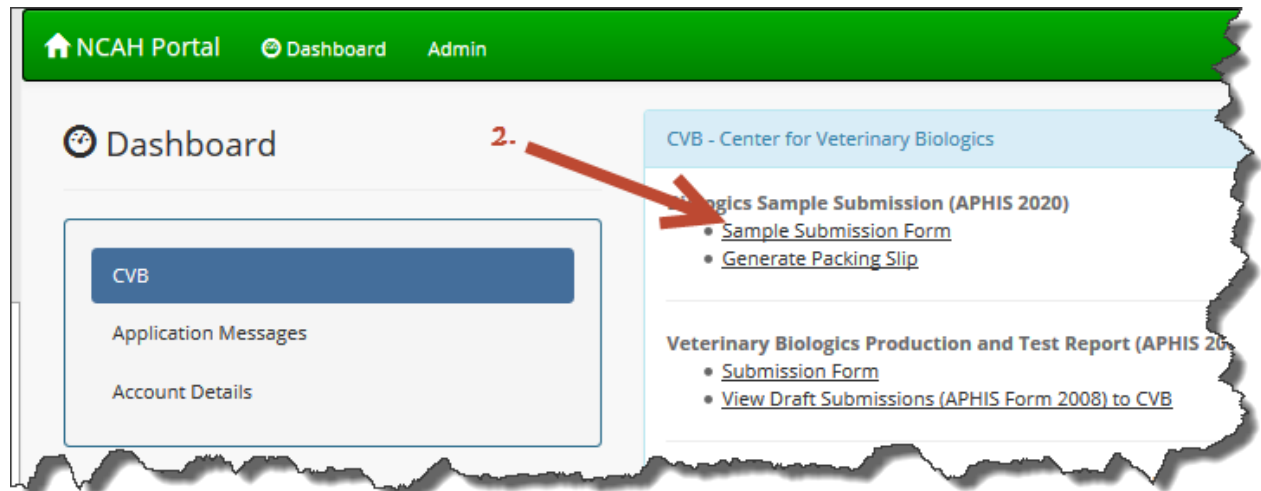
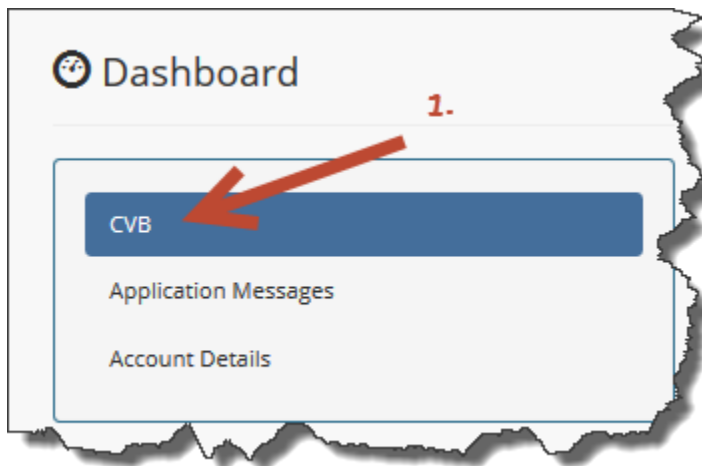
NCAH PORTAL CVB QUICK REFERENCE GUIDE

Biologics Sample Submissions - (APHIS 2020) "Special Request"

- * **Special Test Request (STR)** applies to samples pre-authorized by the CVB, such as those for prelicense testing, or testing of Master Seeds or Master Cells.

Only users with the **Sampler Role** can enter sample information and generate Packing Slips to be shipped with samples.

For all types of sample submissions, start by entering the CVB section of the Portal and then navigating to the Sample Submission Form.



You will be taken to the Biologics Sample Submission Form.

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Biologics Sample Submissions - (APHIS 2020) "Special Request"

Create - Shipment and Receipt of Biologics Samples (APHIS 2020)

Fields with a red asterisk (*) are required.

[CVB Home](#) / Submission Form (APHIS 2020)

Serial Information

Auth Number	2538	<input type="button" value="X Reset"/>	-----> Enter Authorization Number/Special Request (STR Number) provided by the CVB.
Establishment*	999 - Your Firm, Inc.		
Site Address*	123 1st Street, Ames, IA 50010		-----> Select from drop-down menu.
Product Code*	264853		
Product Name	Escherichia Coli Bacterin		
Serial Number*	16FEB4		
Purpose*	Resubmission		
Sample Code	1234ABC	-----> Enter Sample Code, if provided by the CVB only.	

SERIAL INFORMATION

Authorization Number - Upon entry of the authorization number the following will auto-populate for each type of sample:

Serial or Subserial - The Establishment number and Establishment name, Product Code, Product name, Serial Number, and Purpose designated by the CVB.

Master Seed - The Establishment number and Establishment name, Master Seed identification, and Purpose.

Master Cell - The Establishment number and Establishment name, Master Cell identification, and Purpose.

Site Address - Default is the manufacturer's mailing address. All licensed sites will appear in the drop down list.

Product Code - Select from the list of all available product codes for the manufacturer if not auto-populated.

Product Name - This field will auto-populate based upon the selected product code.

Sample Code - Non-mandatory field that appears when Sample Purpose is Resubmission. Only valid Sample Codes assigned by CVB for the specified Product Code and Serial Number can be entered.

NCAH PORTAL CVB QUICK REFERENCE GUIDE

Biologics Sample Submissions - (APHIS 2020) "Special Request"

Sample Information

Subserial? ☐ -----> Check the box if serial is considered subserial by the manufacturer.

Package Shipped With* Type*
Ice Pack -----> Select from drop-down menu.

Size* Number of Containers* Amount Per Container* Type*
5 6 ML -----> Select from drop-down menu.

-----> Enter Number of Containers and Amount Per Container.

Sample Type* Final -----> Select from drop-down menu Bulk or Final.

Contains Thimerosal? ☐ -----> Check the box if sample has Thimerosal (Merthiolate).

SAMPLE INFORMATION

Packaged Shipped With - Samples shall be kept under refrigeration at 35°- 45°F (2° - 7°C) unless otherwise specified in the approved Outline of Production (9 CFR 114.11).

Misc

Remarks -----> Enter Remarks.

☒ I agree that I've looked over this information and everything entered is true to my knowledge. -----> Check box once complete.

-----> Select button to Save form.

MISC.

Remarks - Enter any applicable information not contained in the above fields.

Save - Upon saving, the record must be printed and submitted to the CVB with the sample packaging to be submitted to the CVB.

Submission History

Action	Timestamp
Submission Entered	Mar-18-2016 09:48 AM CDT



Delete Submission



Return to Dashboard

Select to Delete the submitted form. The record may be deleted until it has been received by the CVB.
If a record needs any corrections, it must be deleted and re-entered completely.